

Why Volunteer?

There are a number of reasons to volunteer with us!

- Make friends & network with people
- Gain new perspectives
- Learn new skills
- Provide valuable services
- Become involved in the community
- Make a difference
- Build your resume



Volunteer Requirements

All volunteers must:

- Be 18 years of age or older. Sometimes an exception is made for a younger volunteer provided they have demonstrated an appropriate level of responsibility.
- Fill out an application (come by the library or download it from the website).
- Demonstrate a good work ethic: show up on time, call ahead when unable to come, and work consistently & conscientiously.
- Sign in when beginning volunteering and sign out when leaving.



Huntsville Public Library

1216 14th Street
Huntsville, TX 77340
Phone: 936-291-5472
www.myhuntsvillelibrary.com

Hours:

Monday - Thursday: 9 AM - 6 PM

Friday: 9 AM - 5 PM

Saturday: 10 AM - 2 PM

Sunday: Closed

Huntsville Public Library

Volunteer Program



**One of the greatest gifts you
can give to your community
is your time.**

Volunteer Coordinator:

Kimberly Francisco

Phone: 936-291-5481

Email: kfrancisco@huntsvilletx.gov

Hours Available:

Monday - Thursday: 9 AM - 6 PM

Friday: 9 AM - 5 PM

Volunteer Opportunities

Interlibrary Loan

Assist the Adult Services Coordinator with Interlibrary Loan (ILL) requests. Interlibrary Loan is a service provided by the library that allows customers to borrow books not owned by Huntsville Public Library from another library. The ILL volunteer would fill requests using an online database, receive books, notify customers of books' arrival, and prepare books to be sent back to the home library. The ideal candidate would commit to volunteering a few hours each week on a long-term basis.

Scrapbooking



The Library keeps a scrapbook of important events. We need a creative volunteer to compile newspaper clippings and photographs into an attractive book and keep it updated. This project can be done at the library or at home, and we provide the materials and newspaper clippings. The ideal candidate would commit to working on the book regularly and vis-

iting the library at least once a week for new materials.

Cataloging

Work in the back room with our catalogers:

- Cover & stamp books
- Prepare & attach book pockets
- Apply spine labels
- Make changes to catalog records on the computer

Attention to detail, good reading skills, and basic computer skills are desired. The ideal candidate would commit to coming in a few hours each week on a long-term basis.

Shelving/General Help



The library is in need of a volunteer to complete various ongoing tasks as they arise. These tasks may include shelving, newspaper and magazine upkeep, filing, data entry, shifting books, book sale upkeep, and other tasks as assigned. The ideal candidate would commit to volunteering a few hours each week on a long-term basis.

Children's Department

Help the Children's Coordinator with prepar-

ing for weekly Story Hour and other children's programs by researching and creating crafts, assisting with book selection, creating fliers, and other tasks. We need a creative individual who is committed to ensuring that the library is sufficiently prepared for the many children's programs we offer. The ideal candidate would commit to volunteering a few hours each week on a long-term basis.

The Bottom Line

We need reliable volunteers who are willing to commit to regular work periods for an extended period of time (usually 2 to 4 hours per week for several weeks). We want the time you spend with us to be something you look forward to every week. Many of our volunteers have become our very good friends. We value and appreciate all of our volunteers' hard work!

